

How to Log In to E-Travel Online Mobile

- 1 Enter the URL in your mobile browser:
<https://dof.doa.alaska.gov/dof/sabre/login>
- 2 Enter your State of Alaska Enterprise User ID (LDAP) and Password information.
- 3 Click **Login** [Login].

How to Access a Traveler to Book a Trip

- 1 Click on the Book travel menu.



- 2 Select "More Tools" from the dropdown list.



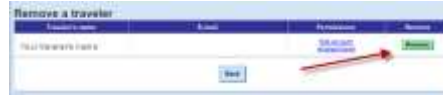
- 3 Select the "My Travelers" under arranger settings.



- 4 Select "Arrange Travel" under the name of the traveler.



- 5 **Note:** In the My travelers menu, under "Remove a traveler", do not remove your traveler. This will disable your access to your traveler's profile.



How to Book a Trip Travelers and Travel Arrangers

- 1 Select the check boxes to include hotel and/or car.
- 2 Select your search preference: Search by time or Search by Price.
- 3 Click in the appropriate radio button for a Round Trip, One Way, or Multiple Cities booking.
- 4 Enter the airport codes or city names for your travel in the **From** and **To** fields.
- 5 Select seating for each flight.
- 6 If trip includes hotel, the hotel search screen will appear.
- 7 Click **View rates** [View rates] next to desired hotel. Click **Select** [Select] next to desired room rate and room type. Click **Select room** [Select room] after reviewing the details and cancellation policy.
- 8 If trip includes a rental car, the car search screen will appear. Select preferences and click **Express booking** [Express booking] or **Search** [Search]. If selecting Search Now, select the rate under the desired car type to add to itinerary. Express booking will automatically add the car rental at the lowest contract rate for the car type.
- 9 Review **Fare rules** [Fare Rules] for your selected itinerary under each flight segment.

- 10 Complete all the required fields in the Reporting Information Tab.
- 11 To utilize an unused ticket, insert into the special instruction box. If purchasing itinerary, see Step 12.
- 12 Review the Trip and Checkout Page prior to clicking the **Purchase Trip** [Purchase Trip] button.

How to Modify or Cancel an Itinerary

- 1 From the E-Travel Online user home page, click on the Trips Tab.
- 2 Select the itinerary from the Manage trips tab or click on View All Trips and select the itinerary to view. Select the **Change this flight** [Change this flight] option to modify air, car, and hotel.
- 3 Select **Cancel trip** [Cancel Trip] at the bottom of the itinerary to cancel the entire trip. To cancel hotel or car, select the remove option next to the reservation.

How to Update Your Travel Preferences

- 1 From the E-Travel Online user home page, click the Profile Tab and select the air, car, or hotel preferences link.
- 2 Review and update the air, car, and hotel Travel Preferences as necessary prior to booking the trip.

Where to Find Help

- 1 Select the link **Share your feedback** [Share your feedback] at the bottom of the E-Travel Online pages.
- 2 The Site feedback page includes:
 - Technical Assistance
 - Comments
- 3 Select the appropriate drop down item and in the box, insert your request.